

**STAFF SENATE**

*Minutes*

*Room 207 – 7/19/2018*

- Pate, Jessie/ President
- Blevins, Hayley/Vice President
- Schwen, Cari /Treasurer
- Merzlake, Traci/Secretary
- Adamek, Marika
- Adams, Julie
- Caldwell, Kim
- Colpitt, Janice
- Conard, Wyatt
- Cooper, Lori
- Crook, Michael
- Drew, Jonathan
- Eaton, Ed

- Fife, Kristine
- Fife, Tyler
- George, Mary Ann
- Gifreda, Laura
- Guerin, Bridget
- Hecht, Cherise
- Heintz, Melanie
- Jessee, Casey
- Jose, Clare
- Kuser, Ben
- Latham, Monica
- Marston, Mike
- Masolo, Misty
- Miller, Candice

- Moulton, Karina
- Odermann, Rick
- Pung, Stephanie
- Reighard, Eric
- Rogers, Tony
- Schweitzer, Kylie
- Steckler, Tammy
- Stergar, Christy
- Thompson, Greg
- Twardos, Mary
- Wagner, Cole
- Watson, Colleen

**I. Call to Order**

Jessie (President) called the Staff Senate meeting to order at 2:01 P.M.

**II. Review of Minutes**

June minutes approved as circulated. Approved by Karina, seconded by Julie.

**III. Treasurer's Report**

Cari Schwen reported FY 2018 Budget ended with \$.91.

**IV. Helena College June Anniversaries**

- 1 Years
  - Misty Masolo
- 3 Years
  - Cherise Hecht
- 8 Years
  - Rick Odermann

**V. Old Business**

- **Manager Appreciation.** Was held and attendance was low. Suggested to move back before school is out. Possibly April.
- **Lewis & Clark De-escalation Training.** Therese has a meeting with Helena Police Dept on 24<sup>th</sup>. More to come.
- **Behavioral Assessment Meetings.** Due to Therese's position change, Karina volunteered to attend these and ensure staff representative is at meetings.
- **General Training Sessions.** Reminder these are still continuing.

## VI. New Business

- **WOW (Week of Welcome)** - Is in planning stages by Barb McAlmond & Mary Lannert. They requested us to send representative, Hayley Blevins volunteered. They also requested our main calendared events. The following tentative dates were set:
  - **Employee Kickball – Friday, Sept 21, 2018**
  - **Campus Wide (Airport & Donaldson) Chili Cook Off – Nov 7<sup>th</sup>, 2018**
  - **Employee Cookie Exchange – Tuesday , Dec 18, 2018**
  - **Manager Ice Cream Social – Tuesday, March 26, 2019**
- **Kickball Planning –**
  - Jessie will ask about 1 hr admin leave at 4pm that day.
  - Remember to ensure Managers get an invite to come at 5:00
  - Grill – need a volunteer to run grill
  - Julie will call Helena High to reserve/rent the field for the \$30 fee.
- **Associate Dean Sandy Bauman** – introduced herself and all who attended. Extended her open office to all invitation. States they are making progress on the Emergency Response Policy & Procedures & Training. Plan to have this in place for Fall when everyone is returning to campus. Staff challenged her to get more faculty to the Kickball event.
- **Job Shadow** –Directors are planning to do this soon. Jessie asked if we have any interest in doing something similar.
- **Festival of Trees** – Theme this year is “Cowboy Christmas”. We will start planning in September; Mary Twardos volunteered to get the tree in October.

## VII. Committee Reports

- College Council – Not meeting (SEP is reviewing committees and this may disband)
- Diversity – Plan is to have smaller bi-monthly events this year. Invited Ariel Donohue from MSU to speak to them on 7/26/18. Give them another campus perspective on successful ideas. More to come. They are planning the “I AM” Campaign again for this fall.
- MUSSA – Trying to recruit officers.

## VIII. Additional Items

- HR – New Hires:
  - Clare Jose – Book Store Assistant Manager
  - Winnie Strainer – HR Recruitment Specialist
- Jessie had 1 on 1 with Dean Lacy. Discussed SEP. This is designed to be a 5-year process. The planning stage, which we are currently in, is a 12-18 month process. There will be copies of this book in the library for checkout if anyone would like to read more about it.
- Professional Development Committee – Karina reminded all to submit requests for this! The funds are available!
- Helena College Foundation – the President resigned and they are in the recruiting stages to get new members.

## IX. Adjournment

Meeting Adjourned at 3:01pm.